

# Competency Descriptors for Aviation Specialists

## **Aviation Specialist Position Descriptor**

One whose primary purpose is to provide leadership and coordination in all facets of the aviation management program, including policy compliance, fiscal management, and adherence to established safety policy and procedures.

### **I. Program Management**

#### Description

This element requires a thorough knowledge of aviation management, agency policy and regulation, and management skills to direct a safe, efficient complex aviation program.

#### Outline

1. Develop, implement and evaluate program goals and objectives in support of mission accomplishment.
2. Develop, implement and evaluate fiscal activities.
3. Supervision and development of employees.
  4. Agency and interagency relations development and maintenance.
5. Program monitoring, evaluation, implementation of corrective actions.
  6. Identify research needs and apply new technologies.
  7. Aircraft capabilities
  8. Pilot Management
  9. Policy and regulations

#### Knowledge, Skills and Abilities

Knowledge of natural resource management concepts, principles, and practices applicable to the full range of duties associated with fire aviation management.

Knowledge of fire suppression/prescribed fire tools and equipment.

Knowledge of agency and interagency fire business management practices and procedures.

Knowledge of agency financial regulations, policy and guidelines.

Knowledge of agency financial management system, contracting, procurement, and payroll.

Ability to develop, implement and monitor an aviation budget.

Knowledge of the policies and process of personnel management.

Knowledge of the systems, methods and techniques of personnel motivation, development, organization, supervision, and evaluation of staff, to emphasize accountability.

Working knowledge of process and sources of training, agency/interagency qualifications and certification standards and procedures.

Ability to apply sound personnel management skills, to include supervision, coaching, training, motivation and evaluation.

Knowledge of cooperating agencies' mission, organization and operating procedures.

Ability to interact as a fully functional member of internal/external teams.

Knowledge of development of cooperative agreements, Memoranda of Understanding and Memoranda of Agreement.

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Knowledge of organization and function of cooperating interagency fire organizations, such as National Wildfire Coordinating Group, National Interagency Coordination Center, Geographic Area Coordinating Group, state and local groups.

Comprehensive knowledge of program monitoring and evaluation process and procedures.

Working knowledge of reporting requirements and procedures.

Ability to monitor and evaluate Aviation Program elements and determine their effectiveness in meeting management goals and objectives.

Ability to apply corrective actions to increase efficiencies and effectiveness.

Ability to identify and define aviation management issues.

Ability to provide competent and timely direction to all unit personnel in all aspects of aviation management.

Advanced knowledge of capabilities and limitations of fixed and rotor winged aircraft.

Ability to use interpersonal communication skills to ensure cooperation and coordination between personnel to meet mission objectives including flight crews, contractors,

cooperators, agency personnel and the public.

Knowledge of and ability to ensure operations are conducted in accordance with FAA, OAS, and agency rules and regulations.

Determine if the knowledge is available to resolve the issue. If not, develop research recommendations.

Ability to apply new and existing technology in aviation management activities.

## **II. Tactical Application of Aircraft**

### Description

This element requires an extensive knowledge of aircraft utilization, fire behavior, fire suppression tactics, and the Incident Command System. These skill levels must be sufficient to manage a safe, cost effective aviation operation on complex, multi-aircraft incidents.

### Outline

1. Aircraft Utilization
2. Incident Command System
3. Fire Suppression Tactics
4. Fire Behavior

### Knowledge, Skills and Abilities

Knowledge of safe and efficient use of aviation resources on routine and emergency operations.

Knowledge of and ability to apply tactical aviation resources to various fire management projects.

Knowledge of the Incident Command System component of the National Interagency Incident Management System.

Knowledge of the Air Operations Branch of the Operations Section within the Incident Command System.

Knowledge of wildland and urban intermix fire suppression strategies and tactics.

Knowledge of appropriate suppression responses to include minimum impact suppression tactics.

Ability to recognize changing conditions, develop alternative strategies and take appropriate action.

Ability to set priorities between multiple incidents and allocate

resources.

Ability to perform duties under stressful and adverse operating conditions, such as long hours, heavy workload, emergency situations, adverse working conditions and environmental conditions.

Knowledge of incident planning process.

Ability to provide required aviation logistical support to all levels of incident management.

Knowledge of fire behavior, fire danger and fire weather.

Knowledge of agency and interagency mobilization policies and procedures.

Ability to perform duties under stressful and adverse operating conditions, such as long hours, heavy workloads, emergency situations, adverse working and environmental conditions.

### **III. Aviation Safety Management**

#### Description

This competency requires a comprehensive knowledge of the agency and aviation safety program. Timely mitigation of observed unsafe operations and corrective actions must be initiated to ensure safe operations must be taken.

#### Outline

1. Aviation Safety Management Programs
2. Fire Aviation Operations

#### Knowledge, Skills and Abilities

Comprehensive knowledge of Departmental and agency aviation policies and guidelines, to include the Interagency Helicopter Operations Guide.

Knowledge of capabilities, limitations and approved safety standards and operating procedures of commonly used fixed and rotary-wing aircraft.

Knowledge of and ability to safety and efficient utilize aviation resources in a unit's fire operations.

Ability to ensure management of aircraft utilized in unit's fire operations are conducted in a safe and efficient manner, following established standards.

Knowledge of and ability to obtain compliance with established personnel safety requirements, such as training, personal protective equipment, determination of payloads, manifesting, flight following, crash/rescue response, etc.

In-depth knowledge and comprehension of the laws, policy and guidelines pertaining to safety such as the Code of Federal Regulations, Agency policy and guidelines, 10 Standard Fire Orders, 18 Watchout Situations, and other related fire safety guidelines.

Advanced skill and ability in imparting a professional passion for safety through the effective use of educational and certification processes.

Skill in conducting aviation hazard and risk analyses in the fire and land resource management environment.

Knowledge of fire safety practices and procedures.

Ability to recognize and correct unsafe practices and conditions.

Knowledge of standard first aid procedures.

#### **IV. Aviation Administration**

##### Description

This element ensures that cost effective aviation operations are undertaken under established guidelines.

##### Outline

1. Aviation Resource Assignments
2. Procurement and Contracting
3. Cost Accounting

##### Knowledge, Skills and Abilities

Knowledge of aviation administration requirements and procedures such as contract solicitation, awarding and administering contracts and fiscal accounting.